

**CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**  
**DRUG COURT PARTNERSHIP ACT OF 2002**  
**QUARTERLY DATA COLLECTION INSTRUCTIONS**

The amendments that authorize the extension and funding for the Drug Court Partnership (DCP) require among other mandates that the existing Drug Court Partnership Grantees identify the specific means by which they verify through data reports the cost savings in terms of prison-bed days saved and that they provide such other data that may be required.

**INSTRUCTIONS FOR COMPLETING THE REPORT**

The purpose of the report is to collect data on each participant in drug court funded by the DCP Act of 2002.

Please submit a separate report form for each quarter. If there are no new participants to report for the quarter, please write "NONE" across the face of this form; complete "county", "quarter" and "prepared by"; and return the form to the Department of Alcohol and Drug Programs.

**County** - Enter the name of your county.

**Quarter** - Enter the reporting quarter and the year.

**Prepared by** - Enter the name and phone number of the person preparing the report.

**Page** - If more than one page is submitted, number the pages consecutively.

**Unique Participant ID** - The ID contains 9 characters:

Character 1 Last name initial (Maiden name initial for female participants).

Character 2 First initial.

Character 3 Participant's gender, "1" for male, and "2" for female participant.

Character 4-9 Participant's date of birth (MM/DD/YY).

**New Participants** - Collect the following data **at the time of admission** on **new** participants who have entered the DCP program during the reporting quarter.

**Date of Entry** - Enter participant's date of entry to the DCP program (MM/DD/YYYY).

**Leading Felony Charge** - Enter the Penal Code section for the charge for which the participant was referred to the drug court.

**Additional Cases or Violation of Probation** - Enter the Penal Code section for the additional charge for cases or violation of probation by the participant.  
Enter "M" for misdemeanor and "F" for felony to indicate the level of the offense.

**Sentence Suspended or Indicated** - Enter the number of days the participant is sentenced to prison.

**Exiting Participants** - Collect the following data on participants who **exit** the DCP program by either completion or termination during the reporting quarter.

**Date of Exit** - Enter participant's date of exiting the DCP either by completion or termination (MM/DD/YYYY).

**Exit by** - Enter "C" if the participant exited the program by completion, or "T" if the participant exited the drug court program by termination.

**Number of Prison Days Avoided** - Enter total prison days avoided by completers (total days sentenced minus statutory credits). For terminated participants enter only the credits (if any) accrued while in program.

RETURN TO: **Department of Alcohol and Drug Programs,**  
**Office of Drug Court Programs**  
1700 K Street, Sacramento, CA 95814  
ATTN: Drug Court Partnership

# CALIFORNIA DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS

## Drug Court Partnership Program Act of 2002

### Quarterly Data Collection Form

County \_\_\_\_\_

Quarter \_\_\_\_\_

Prepared by \_\_\_\_\_

Page \_\_\_\_\_ of \_\_\_\_\_

(Name)

(Phone #)

		New Participants							Exiting Participants			
UNIQUE PARTICIPANT ID		DATE OF ENTRY	Leading Felony Charge (designate by Code Sec.)	Additional New Cases or Violations of Probation				Sentence Suspended or Indicated  PRISON DAYS	DATE OF EXIT	EXIT BY		NUMBER OF PRISON DAYS AVOIDED
		MM/DD/YYYY		Charge (designate by Code Sec.)	F/M	Charge (designate by Code Sec.)	F/M		MM/DD/YYYY	C	T	
1												
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